



WIRELESS E-911 SERVICES BOARD

July 9, 2003

10:00 a.m.

110 S. 7th Street
3rd Floor Conference Room
Richmond, Virginia 23219

Members Present:	Jerry Simonoff, Acting Chairman Sheriff Ron Oakes Melvin Breeden Captain John Furlough David Von Moll	Tom Hanson Ralph Jones Robert Layman Chief Henry Stanley
Members Absent:	James McDonnell, Vice Chairman Robert Woltz	Chief Julian Taliaferro Terry Hall
Staff Present:	Steve Marzolf, Coordinator Mel Sheridan, Analyst	Dorothy Spears-Dean, Analyst

1. CALL TO ORDER

Jerry Simonoff, Acting Chairman, called the meeting of the Wireless E-911 Services Board (hereafter referred to as the Board) to order at 10:05 a.m. Mr. Simonoff welcomed all in attendance. Mr. Simonoff introduced Bob Davidson, Telecommunications Director for Virginia Information Technologies Agency, under which the Public Safety Communications Division will fall in the new VITA structure.

2. APPROVAL OF JUNE MINUTES

Chief Stanley made a motion, seconded by Mr. Jones, that the Board minutes of June 11, 2003 be approved as presented; passed 8-0-0.

3. FINANCIAL REPORT

Mr. Marzolf presented the financial report through June 2003.

4. CMRS MONTHLY STATUS SUMMARY

Mr. Marzolf gave the Board an overview of the monthly reports filed by each CMRS Provider as per attached.

5. FY2005 PSAP/CMRS GUIDELINES (Online Submissions)

Mr. Marzolf presented the final draft for the FY2005 PSAP/CMRS Guidelines. These guidelines will be sent out to the localities within the next week, pending approval by the board. The forms and

guidelines will also be available online. Mr. Von Moll made a motion to approve the FY2005 PSAP/CMRS Guidelines, seconded by Mr. Hansen; passed 8-0-0.

6. FY2003 ANNUAL REPORT

Mr. Marzolf presented to the board highlights of the FY2003 Annual Report as per attached. Mr. Marzolf brought to light a piece of legislation that remained from last year that would allow wireless E-911 Services Board members to send a voting alternate to the meetings should they not be able to attend. The Board did not make a motion to approve.

7. OLD BUSINESS

a) FY2004 Funding Request (Dickenson)

Mr. Marzolf presented FY2004 Wireless Funding Requests for Dickenson as per attached. Mr. Jones made a motion, seconded by Mr. Von Moll that the requested be approved as presented; passed 8-0-0.

b) Extension Requests

(Bland, Campbell, Craig, Eastern Shore, Lee, Norton, Russell, Tazewell, Wise, Wythe, Wytheville)

Mr. Marzolf presented extension requests for Bland, Campbell, Craig, Eastern Shore, Lee, Norton, Russell, Tazewell, Wise, Wythe, and Wytheville as per attached. Mr. Jones made a motion, seconded by Chief Stanley that the extensions be approved as presented; passed 8-0-0.

8. NEW BUSINESS

a) Annual Wireless Carrier Presentations

Mr. Marzolf asked the Board for their input on the annual wireless carrier presentations and, in the future, if they would rather invite only the providers that have issues, rather than inviting every carrier. Mr. Jones stated that he would like to know in greater detail what the issues are, and to know of them before the meetings so that there is opportunity for in-depth discussions with the providers.

b) Telecommunications Service Priority

Mr. Marzolf briefed the Board on the Telecommunications Service Priority (TSP), a Federal Communications Commission (FCC) program. The Board did not make a motion to approve the reimbursement of line setup and maintenance fees if localities chose to apply for TSP.

c) Memo from Virginia Beach

Mr. Marzolf read a memo from Virginia Beach, which requested compensation from the Board for the expense of having the third party provider produce a map of tower locations within the locality rather than the City creating the map themselves, using the tabular information provided. The board did not make a motion to approve the request.

9. NEXT BOARD MEETING

The next E-911 Wireless Services Board meeting will be held on September 10, 2003 at 10:00am.

10. **ADJOURNMENT**

With no other business to be discussed, Captain Furlough made a motion, seconded by Mr. Jones that the meeting be adjourned; passed 8-0-0.

Respectfully submitted,

Approved by Board: _____
(date)